Thornhill Academy

Thornholme Road
Sunderland
SR2 7NA

Telephone: 0191 5537735
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Email:Enquiries@thornhillacademy.com

Grade 1 - Term Time **£17,391 per annum, pro rata Term Time + 5 Days**
(Temporary – subject to EHCP Funding)

Required for January, 2019

Thornhill Academy is an 11 to 16 secondary school, with 580 pupils, which occupies a large site in close proximity to Sunderland City Centre. Thornhill offers pupils and staff rewarding and deeply engaging experiences and supports them on their journey to become inspirational and reflective practitioners, improving life for all in our community.

We are seeking to appoint a talented and committed individual to join our Learning Support Department here at Thornhill Academy. The role of the Teaching Assistant will be to work with pupils with identified SEND needs in order to promote their inclusion and to provide support for teaching and personalised learning.

Closing date for applications: Friday 18th January 2019 at 12.30pm

We are committed to safeguarding and promoting the welfare of children and young people and equality of opportunity. In line with safer recruitment practice pre-employment checks will be undertaken prior to an appointment being confirmed. This post is subject to an enhanced disclosure and barring check. We expect all adults to share our commitment to safeguarding and the health and wellbeing of our pupils.

Applications to be returned to by post to:

Thornhill Academy
Thornholme Road
Sunderland
SR2 7NA

Or via email: Enquiries@thornhillacademy.com

Job Title: Teaching / Curriculum Support

Grade: **Grade 1 - £17,391 per annum, pro rata**
Term Time + 5Days
(Temporary – subject to EHCP Funding)

Job Location: Thornhill Academy
Academy: Consilium

Responsible to: Head Teacher, Local Governing Body, Learning Support Manager

Purpose of Job:

- To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.
- To work with pupils with identified SEND needs in order to promote their inclusion and to provide support for teaching and personalised learning.

Principal Responsibilities

- Providing support for pupils, particularly those with physical needs, teachers and the whole school.
- Support pupils' learning of English as an additional language, tailoring support to match the learner's needs.
- To support pupils to become independent, co-operative and collaborative learners.
- Contribute to assessing pupils' progress and support them in reviewing their own learning.
- Identify and remove barriers to pupils' learning.
- Adapt and customise curriculum materials.
- Meeting pupils' additional needs
- Support the learning and emotional well-being of pupils with identified SEND needs within the provision and beyond.
- Contribute to the management of pupils' behaviour and encourage the pupil to conform to the School's expectations.
- Support pupils with identified SEND needs to access extended school activities.
- Promote pupils' well-being and resilience.
- Safeguard the welfare of pupils with identified SEND needs.
- Support the transition and transfer of pupils with identified SEND needs within the provision.

Main Duties

Support for the Teacher

- Assisting in the preparation and reproduction of learning materials and the management of resources.
- Assisting in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment.
- Overseeing the care and cleanliness of the teaching environment, equipment, apparatus and materials.
- Assisting in the preparation of display materials and the copying and duplication of teaching materials.
- Supporting teaching staff or senior colleagues with routine administration ie. filing reports, distributing leaflets and reports
- Contributing to the assessment of pupils' progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher (for example contributing evidence to the planning and production of IEP and care plans).

Support for the Pupil

- Supervising the use of equipment as required to maintain pupils' needs and support their participation in learning tasks and activities.
- Assisting in ensuring that the length of time spent on tasks and activities is consistent with the individual pupil's needs and according to instructions.
- Assisting pupils to carry out programmes set by teaching staff.
- Assisting individual pupils or small groups of pupils in classroom activities under the specific direction of the teacher and/or other support staff.
- Supporting all pupils included in a mainstream setting, support base, home base or special school, or any other learning environment as appropriate.
- Maintaining awareness of pupils' needs and targets.
- Assisting with distressed children under the general direction of teaching staff or other members of the support staff.
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.
- Dispensing medication as and when required.
- Having and applying a higher level of understanding of SEND, as determined by the SEND Code of Practice.

Support for the School

- Assisting in maintaining a safe environment for pupils and staff.
- Accompanying teachers and classes on educational visits as required.
- Assisting in the supervision of pupils during the day and in the playgrounds/school grounds as required.
- Assisting in ensuring that pupils adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
- Contributing to preparing reports on pupils as appropriate.

- Liaising with parents and other parties as required.
- Assisting the school in promoting, developing and enhancing the five strands of Every Child Matters.
- Contributing to the whole School's Self Evaluation process
- Comply with school policies and procedures related to Child Protection and Safeguarding, Health & Safety.
- Contribute to maintaining pupil records and keep a record of the support given.
- Escort and supervise pupils with identified SEND needs on educational visits and out of school activities.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in professional development and review.
- Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.
- Administering first aid as and when required as part of a duty rota.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The staff must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

The staff must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The staff must carry out their duties with full regard to the Academy Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

Person Specification

Minimum Essential Requirements	Method of Assessment
Skills/Knowledge	
Ability to form positive working relationships with children and adults	Application form and interview
Ability to persuade and motivate pupils	Application form and interview
Good interpersonal and organisational skills	Application form and interview
Effective communication skills	Application form and interview
The ability to work with tact and diplomacy	Application form and interview
A willingness to undertake first aid training if appropriate.	Application form and interview
A flexible approach to working	Application form and interview
To have high expectations	Application form and interview
To show initiative and be proactive	Application form and interview
To possess a sense of humour	Application form and interview
Willingness to be involved in the full life of the school	Application form and interview
Experience/Qualifications	
Good basic education (including Literacy, Numeracy to GCSE grade C or equivalent at least e.g. NOCN level 2)	Application form
Well developed ICT skills	Application form and interview
Work Related Circumstances	
To possess the ability to work as a member of a team and to lead some aspects of its work	Application form and interview
Excellent health and attendance records	Application form